CSTARS User Group, 04.03.03
Meeting Minutes

Attendance

Crystal Davis, OAM
Yancey Stern, OAM
John Shackelford, CACi
Nancy Barrere, OAM
Kimberly Atsalinos, NIST
Jacqueline Wilson, Census
Sharon Driggins, Census
Judy Carrier, Census
Chuck Hughes, NOAA
Pat Grimes, NIST
Cheri Smith, NIST
Dick Bennett, NOAA
Ed Rockenstein, NOAA
Marjie Dones, NOAA
Lynne Phipps, NOAA
John Abbott, NOAA

Opening Remarks

❖ Next meeting, May 1 @ NOAA

Open Actions

❖ **Systems Administration (SA) Meeting** – (C. Davis) Meeting was held 3/13, NOAA/Census/NIST participated. NOAA SA's expressed concerns of not getting adequate training to administer CSTARS, proposed having a SA Workshop in conjuction w/IT Acquisition Conf., expressed user group meetings/minutes not helpful, requested OAM to pay for SA travel to IT Conf., CACi help desk not available to west coast time zones. At NOAA's request no further action required, they will work internally to resolve problems. Census/NIST reported no SA issues.

❖ **Clause Management Class** – (C. Davis) CACi will distribute clause management user guides to participants of the Mar 18th class via CD-Rom. Overall feedback was positive; some thought the instructor was not focused on the topic.

❖ **O/S+ Clause Management Training** – TBD

❖ **Clause Management Training WASC, MASC, EASC** – (C. Davis) Training has been cancelled, per NOAA's request. NOAA will have train-the-trainer sessions to the field centers.

❖ **CSTARS Contract** – (C. Davis) OAM has 3 Purchase Orders/Contracts w/CACi (Data Warehouse, Interface Support, Clause Management Training).
Action: (C. Davis) If Bureau's require CACi services should they be approved by
CSTARS Program Office prior to soliciting? CSTARS user guides need to be updated.

❖ **BPN/CCR** – (N. Barrere) Proposed rule distributed today, please comment on proposed rule, 60 day comment period. Best case final rule is July. (Y. Stern) Data needed, Teresa Sorenti, BPN point of contact. Data warehouse shows every awarded contract department-wide. (C. Davis) There will be a meeting w/CASD, CFS with Dept. of Education to discuss the their task with CACi on linking to BPN/CCR.

<u>Action:</u> Is the Department taking lead to awarded vendors? Distribute draft proposed rule. CAPPS requesting HCO comments on rule. Add Judy Carrier, and Gail Wiley to User Group distribution list.

❖ **CFS/CSTARS Interface** – (C. Davis) NIST will be the first roll-out with Obligations/Vendors being a subset of Phase 1. TIBCO is being installed at CAMS.

❖ **Data Warehouse** – (Y. Stern) Demo went well, bureau's need cost estimates. Wednesday 4-6am do not be on system- doing refresher FTP site for data, secure FTP.

❖ **NOAA DPA** – (J. Abbott) Final stages of DPA, wrap up at the end of the month.

❖ **Disaster Recovery Status** – (J. Abbott) NOAA logged in, SA tested able to make connection, see data and work in system. (P. Harper) O/S did not test. (J. Wilson) Census experienced and reported problems with the process, and communications with OCS. (Y. Stern) CSTARS Program Office putting together test scripts. March/September are Disaster Recovery dates
Action: (J. Wilson) Set up meeting to discuss Census Disaster Recovery concerns, lessons learned. (OCS) What defines successful recovery test? (C. Hughes) Uniform protocol. (OCS) Working to get the September disaster recovery date changed.

❖ **Formatting Issue** – (C. Davis) The latest AR Update included removing the underline after the fill-in, and aligning the left margin in the local clause matrices. OCS will update the database this weekend. May/June AR Update to include putting FAR commercial items (212 clauses) in a checklist format. Text format, loose attributes no date scheduled, but will be fixed in ComprizonSuite.

❖ **Census, Jeffersonville Printing Issue** – (Harper) has been identified as a corrupt print driver.
Action: (Jeffersonville) Gail, and Judy call Pam Harper.

❖ **ComprizonSuite Demo 3/26** – (Shackleford) Demonstration was cradle to grave. DOC not ready for web version, would lose a lot of functionalilty. CACi is building functionality every two months

Bureau Comments

❖ **O/S+** - Pass

❖ **NIST**- Request CSTARS Program Office organization chart. What are the roles of team members? Is CSTARS Program Office going to fund user manual updates CSTARS users are using is 5.3, the latest released version is 5.6B01? New requirements FPDS-NG, what are they? Action: Yancey to talk to C. Makris

❖ **Census**- Pass

❖ **NOAA** – Pass

❖ **OSDBU** – Unable to attend

- ❖ **OCS** – Pass

- ❖ **CACi** – Pass